

**Tennessee Department of Mental Health and Substance Abuse Services
Moccasin Bend Mental Health Institute**

Job Announcement: MH/IDD Investigator, Executive Service, Salary Grade ESPP 108, Salary Range \$3,737 to \$6,727.

Responsibilities:

- Conduct internal investigations, including interviews, collection of evidence, review of documents and audio/video recordings.
- Write investigation reports in approved format.
- Maintain confidentiality and security of files.
- Conduct training sessions for department employees.
- Be knowledgeable about state and department policies.
- Assist with hearings and preparation for litigation.
- Be on-call 24/7 and respond as appropriate.

Minimum Qualifications:

- Graduation from accredited college or university with bachelor's degree and two or more years of experience in a related field preferred. Five or more years of experience in a related field may be considered in lieu of a degree. Various backgrounds may be considered, including, but not limited to, criminal justice/law enforcement, social work, psychology, and human resources.

Individuals with the following skills/experiences are preferred:

- Excellent communication skills, both written and oral, are essential.
- Experience conducting interviews and/or investigations desirable.
- Experience working with vulnerable populations is a plus.
- Strong work ethic, self-motivated, able to work well on a team or independently is essential.
- Organizational skills necessary, including the ability to prioritize, multi-task, and manage workload to meet specific timeframes and deadlines in fast-paced environment.

Qualified and interested candidates should submit a cover letter and resume to Barbara Petty, Director of Investigations, at Barbara.Petty@tn.gov.

Interviews for selected candidates will begin immediately and the posting will close as soon as the position is filled.

This position requires a pre-employment criminal background check and pre-employment drug testing.